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**Tracking sheet –** **Teamwork Skills**

The aim of this unit is to help the learner develop team working skills by understanding the roles and ways of working within a team to achieve a shared goal. Learners will have the opportunities to experience working as part of a team to practice teamworking skills.

**SCQF Level 5**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Understand the characteristics of an effective team | |
| * 1. State advantages of working as a team |  |
| * 1. State problems of working as a team |  |
| * 1. Explain why appropriate communication is important for team working |  |
| * 1. Describe individual behaviours that are important when working in a team |  |
| * 1. Explain the role of a team leader |  |
| 1. Be able to take part in team activities | |
| * 1. Give examples of activities you have participated in as a team member |  |
| 1. Be able to learn from experiences of teamwork to improve own performance | |
| * 1. Describe the contributions you made during teamwork activities |  |
| * 1. Obtain feedback on your own teamwork skills |  |
| * 1. Give examples of how the team worked well together |  |
| * 1. Explain how being part of a team provides opportunities for personal development |  |
| * 1. Give examples of teamwork skills you want to develop |  |
| * 1. Explain what skills you could bring to the role of a team leader |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |